

Submerged Lands Lease Renewal Work Flow

1. Bureau notifies Area in the first week of January (Year 1) that the list of expiring leases for the following year (Year 2) is posted on the Bureau's pool drive (Boise8 at P:\NavWaters).
2. The Program Manager will prepare a renewal checklist. This checklist will be used to track each lease throughout the renewal process.
3. Area reviews their expiring leases and determines appropriate inspection schedule to complete all Lease Data Forms by October 1st of that year (Year 1). Area must provide the Bureau with completed electronic Lease Data Forms in MS Word format along with a lease map that will be attached to the lease document (jpeg format) by October 1st.
4. Bureau reviews the Lease Data Form and works with the Area to achieve acceptable preliminary lease terms. Bureau and Area staff will discuss any compliance issues, including past due accounts. Agreement on lease terms must be achieved by January 1st (Year 2).
5. Area sends Lessees an application form and communicates in a cover letter any issues related to potential lease term changes, outstanding balances, insurance and bond requirements, and any current lease compliance items. Cover letter states that applications and application fees are due by April 30th (Year 2).
6. Area forwards lease applications, insurance, and bond documents to Bureau. Area staff should immediately deposit application fees and re-address outstanding balance issues with Lessee.
7. Bureau drafts lease document and forwards to area for final review.
8. Area must review leases and send comments back to the Bureau by May 31st (Year 2).
9. Bureau will then send two copies of the lease to the Lessee by June 15th (Year 2) with a September 1st deadline for return.
10. If lease documents are not returned by September 1st, Bureau will immediately provide a second notice (Attachment 5) with October 1st as the deadline, and a third notice by certified mail with a November 1st deadline. Letter (Attachment 6) with third notice will state that failure to comply will result in termination of the lease offering.
11. Leases signed by the Lessee will be routed to the Program Managers for tracking purposes. Program Managers will then immediately give the lease to Support Staff, who will then forward them to the Governor's office for signatures.
12. Upon return from the Governor's office, all fully executed leases will be routed to the Program Managers for tracking purposes. The leases will then be given to Support Staff for scanning, mailing, and filing. One original copy will be sent to the Lessee, one original copy will be retained in the Bureau's lease files, and one photocopy will be sent to the Area.